



# **CITY OF ATLANTA**

## **Job Announcement**

### **CORRECTIONS OFFICER (E)**

**STARTING SALARY: \$32,347**

**Salary Grade: 12-PS**

**Applications Accepted From: April 4, 2005 until vacancies are filled**

**An applicant will be initially hired as a Corrections Officer Recruit with a beginning salary of \$28,404. After the incumbent completes the probationary period, their classification will change to Corrections Officer and their pay will become \$32,347 per year.**

#### **THE POSITION**

The purpose of this job is to supervise inmates in detention facilities in a specific area of assignment within the corrections/detention system in accordance with established policies, procedures and regulations. Duties include: maintaining order and discipline within the facilities; supervising, escorting and transporting inmates; patrolling assigned areas and inspecting buildings and inmate cells; controlling contraband and preventing escape; ensuring the safety of inmates and staff; assisting fellow officers; and preparing logs, reports and other documents.

#### **MINIMUM JOB REQUIREMENTS**

Persons applying must have a high school diploma or GED equivalency, be at least 20 years of age, and be a U.S. citizen. Applicants must have a valid driver's license at the time of application and have a valid Georgia driver's license at the time of appointment. This license must remain valid while employed in this classification. Applicants must attain and maintain POST Basic Jail Officer Certification within one year of appointment and must maintain it while employed in this classification.

#### **THE SELECTION PROCEDURE**

**Candidates should apply weekdays during the hours of 8:00 a.m. – 4:00 p.m. at the Department of Corrections, Career Development Section, located in City Hall East, 675 Ponce DeLeon Ave., 11<sup>th</sup> Floor, Atlanta, GA 30308.**

The selection procedure includes completing an application and background investigation and passing a reading, math, video simulation, writing sample, and polygraph test. Selected applicants will be given job offers and subsequently must pass the department's medical, psychological, and physical examinations including screening for illegal drug usage.

**Contact Corrections Career Development at (404) 853-7620**

**FAX: (404) 853-7628**

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

Upon completion of the probationary period, the incumbent's salary will be reviewed for additional compensation based on prior corrections experience. This position requires shift and weekend work.

**3-21-2005**

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